

Guidelines for Developing a Course Summary

When designing a module or course, the following components should be included as part of the materials that will be provided to the trainer. The completed course summary document will provide a quick overview of the course to the trainer or others who need a basic understanding of the materials that the training will cover. The learning objectives and the topical outline will be used by the curriculum developers to create the instructional plan that is the foundation of the “training packet.”

Overview:

Write a brief paragraph (3 – 6 sentences) that describes the topic. Concisely describe what will be covered in the course. Explain what will not be covered if that helps further define the topic.

Target Audience:

Identify the employees who will benefit the most from this session. Indicate if they belong to a specific job class, if they are new or experienced, etc.

Required Previous Knowledge:

Explain what the trainees should know in order to fully participate in this session (e.g., specific WACs, automation) and to what extent should they know this information (e.g., beginner, intermediate, advanced)?

Learning Objectives:

The learning objectives must be clearly defined before the curriculum is developed. Write specific, measurable statements that cover what the trainee should be able to do at the end of the course or module. Don't use the verbs “understand”, “know”, or “do” when writing learning objectives. They are not specific and are difficult to measure. For more information, refer to *Guidelines for Writing Learning Objectives*.

Detailed Content Outline:

Provide a complete topical outline (usually on a separate page) that lists the key topics and sub-topics of the course or module. The content covered in the outline should correspond to the learning objectives that were developed in the previous section. The instructional plan and content will be developed based on this outline.

Include an introduction section as well as a conclusion or summary section in the outline. In the introduction include a sub-section that addresses why this topic is important to the trainee.